

Memorial University of Newfoundland – Research Grant and Contract Services (RGCS)
SSHRC Explore Grant
(formerly SSHRC SSHRC/Vice-President’s Research Grants Competition)
DEADLINES: FEBRUARY 10 & SEPTEMBER 20 5:00 p.m.
Contact your Academic Unit to confirm their internal deadlines

If the deadline falls during a weekend or University closure day, the deadline shall be the first working day following the deadline.

Guidelines

Description of Competition:

The fund provides assistance to a maximum of \$7,000.00 towards short-term (normally 12-18 months) research projects undertaken by faculty members in disciplines supported by SSHRC.

The committee welcomes applications for partial support (under \$7,000.00) of projects for which a more comprehensive application is simultaneously made to SSHRC or another external agency.

Requests from new faculty are encouraged, although requests from established faculty researchers for funding to initiate new avenues of research will be considered. In so far as is possible, these grants will be used to initiate projects which will be ongoing beyond the period of the initial grant, through funding secured from external agencies. SSHRC expects that all research training will incorporate appropriate dimensions of the [Guidelines for Effective Research Training](#).

Eligibility Criteria:

Except in the case of grants requesting funds to investigate new avenues of research (seed funding), in order for an application to be considered in the internal research grants competition, applicants must list external agencies to which application has been/is being made for funding to support this project.

Under this program, a faculty member can receive only one grant per three academic years. Collaborative applications which include someone having received an individual grant in the last three years will not, however, be excluded from consideration on this basis.

Eligibility of Applicants: Principal Applicant/Co-applicant(s)

Eligible Applicants:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- Post-doctoral Fellows who hold an appointment with Memorial are eligible as long as the Fellow maintains their affiliation with Memorial University for the duration of the grant period.
- Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.

Non-eligible Applicants:

- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.

Eligibility of Expenses:

Non-eligible expenses:

- Dissemination activities (including conference travel) *or* normally for the purchase of capital equipment.

Eligible Expenses:

- Accommodation and subsistence will be limited to a total of 30 days.
- Funding of Research Assistants may be considered provided that the duties of the Assistants are limited to a routine scholarly support function. Requests for Research Assistants should be based on current university rates of pay, and must contain details on the number of hours requested.

Except as noted above, all other budgetary expenses are to conform to the current Tri-Agency Financial Administration Guide. The following Tri-Agency link will direct you to the most up-to-date version of the 2017 Tri-Agency Financial Guide which will also outline any current and, subsequent future updates: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp and are subject to normal University policies and procedures for the administration of research funds.

Term of Award:

- 18 months from the date on the letter of notification of award.
- Note:** RGCS cannot proceed with the establishment of a research grant account until such time as documentation has been provided by the Principal Applicant to RGCS outlining research clearance requirements for the awarded project.
- No timeframe extensions will be entertained.
 - Residual funds remaining at the end of the term of the award will be returned to the source accounts.

Application Process:

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rpresources.mun.ca>. Once submitted, the application will pass through the principal investigator's department (if applicable) and faculty approvers. The Researcher will be able to view the status of the file anytime.

Applications should be completed using the attached PDF form fillable application package and must be submitted using the Memorial Researcher Portal to arrive at RGCS by the published deadline. **The complete application package must be submitted as 1 pdf file.** If the deadline falls during a weekend or University closure, the deadline shall be the first working day following the deadline.

Submitted application package must be completed using the English language.

Unless otherwise specified, all information must be completed on the PDF fillable application package. Only the most up-to-date application package will be accepted into the competition. Adherence to the guidelines will have an impact on the adjudication of the application.

To ensure fairness in what is becoming a very competitive environment for internal awards and to achieve the shortest turnaround time possible for announcement of awards, the complete signed application package must arrive at RGCS by the specified deadline date.

Submission Process:

Applications should be completed using the attached PDF form fillable application package and must be submitted using the [Memorial Researcher Portal](https://rpresources.mun.ca), [https://rpresources.mun.ca/](https://rpresources.mun.ca) to arrive at RGCS by the published deadline.

Complete application package consists of 1 pdf file with the following:

- 1) PDF form fillable application- completed sections 1,2,3,4,5,8,9.
- 2) Research proposal - free form pages (page limitations – see applicable section)
 - a. Section 4 - budget justification
 - b. Section 5 - project proposal
 - c. Section 6 - Curriculum Vitae: (maximum of six pages) each for Principal Applicant and each Co-Applicant listed in Section 1
 - d. Section 7 - If applicable, summary of benefits of most recent SSHRC/VP Research Grant/ SSHRC Explore Grant award received with the past 5 years (as listed on page 3 of the application)

Notification of Receipt of Application:

Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Notification of Results of Application:

The Principal Applicant will be notified of the results of their application by e-mail, via their MUN e-mail account as provided in the application. The anticipated notification time period will be approximately 8 weeks from the competition close date. Tentative awards will be provided to recipients if additional required clearance information is requested.

Tentative Awards:

Final award notification will only be released to the Awardee, once required documentation (confirmation of required clearances or request for partial release of funds) has been received by RGCS from the Applicant.

Accessing Your Award:

Once final award documentation is in place, RGCS will proceed with the account request.

Reporting Requirements:

Within three (3) months after the completion of the research grant, the successful applicant must submit an end of grant report to RGCS. All end of grant reports from previous awards must be complete and submitted to RGCS before future applications will be considered.

Acknowledgement of receipt of the end of grant report will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of submission, please contact Michelle Butt, internalgrants@mun.ca immediately.

Access to Information and Protection of Privacy The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the SSHRC Explore Grant Program. If you have questions about the collection and use of this information, contact Research Grant and Contract Services, at rgcs@mun.ca.

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Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, internalgrants@mun.ca immediately.

Please Note:

- 1) Submitted Portal Application must be completed using the English language.
- 2) Complete applications packages must be submitted using the Memorial Researcher Portal and arrive by the Program Deadline in order to be considered in the program adjudication process.

1] **General Information:**

Eligibility of Applicants: Principal Applicant/Co-Applicant(s)

Eligible Applicants:

- All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- Post-doctoral Fellows who hold an appointment with Memorial are eligible as long as the Fellow maintains their affiliation with Memorial University for the duration of the grant period.
- Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.

Non-eligible Applicants:

- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.

Name of Principal Applicant: _____

Faculty/School/Department: _____ Rank: _____

Contact: Telephone: _____ E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Emerging Scholar (per SSHRC definition): Yes No

<http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/definitions-eng.aspx>

Co-Applicant Information (if applicable):

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Name of Co-Applicant: _____

Rank: _____

Faculty/School/Department: _____

Contact: Telephone: _____ MUN E-mail: _____

If applicable, Current Term Appointment Timeline:

Start Date: _____ End Date: _____

Signatures of Co-applicant's Department Head(s) / Dean (s) / Vice-President(s) or Designate(s), are required - see Signature Page (page 6)

Eligibility Criteria:

Except in the case of grants requesting funds to investigate new avenues of research (seed funding), in order for an application to be considered in the internal research grants competition, applicants **must** list external agencies to which application has been/is being made for funding to support this project.

Under this program, a faculty member can receive only one grant per three academic years. Collaborative applications which include someone having received an individual grant in the last three years will not, however, be excluded from consideration on this basis.

1) List External Agencies applicants have applied to:

2) List other funding secured for project by the applicants:

3) List awards the Principal Applicant has received in last 5 years from SSHRC Explore Grant/SSHRC/Vice-President’s Research Grants Program:

2] Project Information:

Type of funding request: Seed Funding¹ Partial Support of Larger Project

¹Seed funding is intended for the preliminary study phase of a larger project. “Seed funding” should enable early results, with the expectation that such results may increase the chance of securing funding for a larger project. Activities performed during a preliminary phase should be aimed at obtaining proof of concept.

3] Project Title:

4] **Budget and Budget Justification:**

Non-eligible expenses:

- Dissemination activities (including conference travel) *or* normally for the purchase of capital equipment.

Eligible Expenses:

- Accommodation and subsistence will be limited to a total of 30 days.
- Funding of Research Assistants may be considered if the duties of the Assistants are limited to a routine scholarly support function. Requests for Research Assistants should be based on current university rates of pay, and must contain details on the number of hours requested.

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A) **Summary of Expenses (all funding request amounts should be in Canadian Funds):**
(Expenses in this section should represent only the amounts requested under this program)

- Travel: \$ _____
 - Subsistence: \$ _____
 - Accommodation: \$ _____
 - Research Asst.: \$ _____
 - Materials: \$ _____
 - Other (specify): \$ _____ (_____)
- TOTAL: \$ _____**

B) **Budget Justification:** Using 1 additional page, provide justification of **all** expenses requested, in terms of the research requirements of the project.

- **If including budget items for student stipend support, the budget justification must detail how the student will be funded for the full duration of their program.**
- **Should this request be part of a larger project, your justification must provide details on the portion requested under this program.**

5] **Project Proposal**

The project proposal should be written in non-technical terms and clearly understood by scholars with varied areas of expertise (i.e., minimal academic terminology and reference to methodology). In writing the detailed description of the proposal, avoid jargon, acronyms and highly technical terms. Not all committee members will have an intimate knowledge of the subject matter of all proposals.

Using additional pages (maximum of 5 pages exclusive of references and appendices) provide a comprehensive description of the project using the following SSHRC headings:

- Scope and objectives of the proposed research.
- Scholarly significance including potential contribution to knowledge and relation to existing research and literature.
- If applicable, its social relevance or practical importance.
- Theoretical approach or conceptual framework, as appropriate.
- Work already completed and in progress and schedule of work to be done.
- Research plans and methods.
- If applicable, copies of questionnaires and other research instruments.
- If applicable, the role of all co-applicants, collaborators, research assistants, student assistants and other personnel.

6] **Curriculum Vitae:** Attach an up-to-date short curriculum vitae (maximum of six pages) for the Principal Applicant and each Co-applicant. The CV should include work experience, academic background, funded research, research contributions (please indicate peer-reviewed publications), and any other pertinent information.

7] If applicable, using one additional page, please attach a summary of the benefits to the Principal Applicant's research program from the receipt of most recent SSHRC/VP Research Grant award(s)/ SSHRC Explore Grant award(s) (as listed on page 3, #3 of the application).

Access to Information and Protection of Privacy

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the SSHRC Explore Grant Program. If you have questions about the collection and use of this information, contact Research Grant and Contract Services at rgcs@mun.ca

8] Signature Page- Co-applicants:

Signature Co-applicant: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____
(Dean at Grenfell)

Dean /Vice-President/Designate: _____ Date: _____

Signature Co-applicant: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____
(Dean at Grenfell)

Dean /Vice-President/Designate: _____ Date: _____

Signature Co-applicant: _____ Date: _____

Approvals:

Department Head (if applicable): _____ Date: _____
(Dean at Grenfell)

Dean /Vice-President/Designate: _____ Date: _____

9] **Completion Application Checklist - 1 pdf file with the following:**

Complete application package consists of:

- 1) PDF form fillable application- completed sections 1,2,3,4A,5,8,9.
- 2) Research proposal - free form pages (page limitations – see applicable section)
 - a. Section 4B - budget justification
 - b. Section 5 - project proposal
 - c. Section 6 – CV Short curriculum vitae (maximum of six pages) for PI and Co-I
 - d. Section 7 - If applicable, summary of benefits of most recent SSHRC/VP Research Grant/ SSHRC Explore Grant award received with the past 5 years (as listed on page 3 of the application)